

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR12223015**

DATE POSTED: **03/09/22**

POSITION NO: **245089**

CLOSING DATE: **03/22/2022 by 5pm**

POSITION TITLE: **Contract Compliance Officer**

DEPARTMENT NAME / WORKSITE: **DNR / General Land Development Department - FRF/Window Rock, AZ**

WORK DAYS: **Monday - Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **BQ64A**

WORK HOURS: **8am - 5pm** PART TIME: ☐ NO. OF HRS./WK.: **\$ 45,225.08 PER ANNUM**

SENSITIVE ☒ SEASONAL: ☐ DURATION : **\$ 21.66 PER HOUR**

NON-SENSITIVE ☐ TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Responsible for administering and enforcement of compliance functions and activates pursuant to the Navajo Nation General Leasing Regulations and all applicable Navajo Nation, federal and state laws and regulations; review technical, legal and financial data, and reports for purposes of issuing, negotiating, or terminating school, health center, ground leases; coordinate with businesses, associates, superiors, attorneys, financial managers and elected officials in addressing technical, legal and financial matters, and work to resolve matters efficiently and effectively; monitor leases, ensure insurance are up to date, rental fees are paid, and security bonds are in place; conduct field inspections to monitor compliance, follow up on corrective action for non-compliance issues, prepare scheduled and compliance reports, issue timely notice to lessees; coordinate with the General Land Development Department / Navajo Land Department on non-compliance issues regarding lease / permit terminations and / or suit; conduct and prepare technical research and report of narrative and technical resources, such as, digital mapping systems, data bases, engineering surveys, legal descriptions, etc.; prepare report of narrative and technical content for use by resource person regarding interpretation of permitting / leasing terms and conditions; maintain ethical, objective and professional demeanor to permitting / leasing records, files, reports and data at all times.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of application of Navajo Nation Code, State, Federal Laws and regulations governing programs; procurement and contracting policies, methods and business practices; general fund and cost accounting principles and practices; generally accepted office procedures, equipment, including computers, financial / office application software.

Skilled in interpreting labor laws, rules and regulations; operating computer, standard office software including word processing, database and spreadsheet files; research, gathering, consolidating, analyzing facts and drawing conclusions; research and preparing complex technical reports.

Ability to effectively and clearly communicate, orally and written; establish and maintain effective working relationships. Navajo Speaking individual preferred ( or at least able to understand Navajo)

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**